Self-Audit Safety Checklist for Office Buildings

Purpose:
This checklist is a guide to assist public employers provide a safe workplace and reduce the risk of work-related injuries. This is not a complete list, but includes some key items needed to initiate a safety program at your workplace. Refer to the actual standards for a more detailed description.

Scope: This checklist is designed for Office Employees in public buildings, such as town hall, libraries, and state offices. A separate checklist is available for Custodial and Facilities areas.

Building Name: _____ Date _____
Address: _____
Conducted by: _____

Facility Inspection for Office Buildings – Areas Occupied Mainly by Office Employees	Standard	Y	N	Correction Required
Electrical				
Electrical outlets and switches– cover plates installed.	1910.305(b)			
GFCI receptacles in kitchens and wet locations.	1910.304(b)			
Extension cords are not used as permanent wiring.	1910.305(a)(2)(ii)			
Power cords – electrical grounding pins (3-prong) are intact.	1910.334(a)			
Power strips are not piggybacked.	1910.303(b)(2)			
Exits				
All exits are unlocked and useable when building occupied.	1910.36(d)(1)			
Exit doors are operable with one-hand.	1910.36(d)(1)			
Exit egress is unobstructed and at least 28 inches wide	1910.37(a)(3)			
There is no storage on stairs, or blocking egress.	191037(a)(3)			
Exits signs are in place and proper size.	1910.37(b)(2)			
Doors that could be mistaken for an exit, are marked as "Not an Exit," or with name of identity of room.	1910.37 (b)(5)			
Emergency lights, alarms, fire doors operational.	1910.37(a), (e)			
Exit discharges are clear of snow and ice	1910.36(h)(2)			
Fire Prevention				
Fire extinguishers mounted off floor, signage.	1910.157(c)(1)			
Items not hung on, or obstructing sprinklers.	1910.159(c)(10)			
First Aid Kit				
First Aid kit available, accessible to office employees.	1910.151(b)			
Hazardous Chemicals				
Containers kept closed, labeled.	1910.1200(f)(6)			
Safety Data Sheet available for each product.	1910.1200(g)(8)			
Kitchen Area				
Appliances have 3-prong plug or double insulated cords.	1910.335(a)(3)(i)			
Appliances do not have live parts exposed.	1910.305(j)(3)(i)			
Extension cords are not used for appliances.	1910.305(g)(1)(i)			
GFCI on all electric receptacles in damp location.	1910.304(b)			

Facility Inspection for Office Buildings – Areas Occupied Mainly by Office Employees	Standard	Y	N	Correction Required
Ladders				
Step stools or ladders available so workers do not step on chairs or desktops.	1910.26(c)(1)			
Material Storage				
Shelves are secured to prevent tipping.	1910.176(b)			
Item height is at least 18 in below sprinkler heads.	1910.159(c)(10			
Heavy items are stored in manner to reduce lifting injury.	(5)(a)(1)			
Sidewalks and Entrance				
Sidewalks and entry kept free of tripping hazards.	1910.23(a)			
Entrance mats capture moisture when entering building.	1910.23(a)(2)			
Snow cleared frequently.	1910.23(a)(2)			
Slip, Trip Prevention				
Floors maintained as dry as feasible.	1910.22(a)(2)			
"Wet Floor" signs used.	1910.22(a)(2)			
Floors kept free of tripping hazards, computer cords, and clutter.	1910.22(a)(1)			
Carpet is smooth and not creased.	1910.22(a)(2)			
Stairs				
Stairs, treads and railings in good condition.	1910.23(a)(1)			
Stairs with >4 risers have railing and handrail.	1910.23(d)(1)			
Space Heaters				
If permitted, space heaters have auto-shutoff if tipped over.	1910.39(c)(3)			
Combustible materials not stored near space heaters.	1910.39(c)(1)			
Written Programs – Office Staff	Standard			
Emergency action plan	1910.38(b)			
Hazard communication for chemical products, if used.	1910.1200(e)			
Required Training – Office Staff	Standard			
Emergency action plan for all employees in facility	1910.38(f)			
Hazard communication if employees use chemical products	1910.1200(h)			
Records Maintained	Standard			
Safety Data Sheets for chemical products.	1910.1200			
Fire extinguisher inspections (monthly and annual)	1910.157(e)			
Injury reports	1904.4			